

# **CONSTRUCTION CONTRACTOR'S SAFETY INFORMATION & REQUIREMENTS For STENNIS SPACE CENTER, MISSISSIPPI**

REVISED 8/10/2009

This document is a summarization of safety requirements and regulations that construction contractors must follow whenever doing work at Stennis Space Center (SSC). In addition to being aware of and following these guidelines, the contractor must provide the name and local telephone number of the superintendent and a responsible employee to contact in case of an emergency.

Post the emergency telephone numbers in this document on the job-site bulletin board; list the responsible personnel, and safety points of contact for this contract. Maintain a copy of this document and OSHA 29 CFR 1926 on the job site. The job site is continuously subject to inspection by NASA Safety & Bastion Safety Compliance Inspectors to assure compliance with applicable OSHA and SSC safety requirements. Violations will be cited and communicated via the designated channels for proper corrective actions. The Contracting Officer will specify the consequences of noncompliance.

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## This Construction Site is located at:

Building: \_\_\_\_\_ Floor: \_\_\_\_\_  
 Road: \_\_\_\_\_ Near: \_\_\_\_\_

**To be completed and posted on the job site in an area accessible to all contractor personnel.**

<b>NASA Safety Compliance:</b>	<b>QA00</b>	<b>S&amp;MA :</b>
Buddy Newbold		228-688- <b>3152</b>
Dan Brady (Alternate)		228-688-1187

Contracting Officer's Technical Rep.		228-688-
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Jacobs Construction Manager		228-688- 228-363-
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<b>Emergencies:</b>	SSC Using a <b>Land Line Telephone:</b>	<b>911</b>
	SSC Using a <b>Mobile Phone Dial:</b>	<b>228-688-3636</b>

<b>SSC Health Clinic</b>	<b>Clinic Hours/Location</b>	<b>228-688-3810</b>
	<b>Building 8000 1<sup>st</sup> floor (EOC)</b>	
	Hours: 8:00 AM to 16:30 PM Mon.-Fri.	
	After Hours: Report to SSC Fire Department at Bldg-8000 (EOC)	228-688- <b>3639</b>

<b>Bastion Construction Safety:</b>	Daryl Kosturock	<b>228-688-3641</b>
	John Rhodes	<b>228-688-2462</b>
<b>Jacobs Construction Safety:</b>	Frank Hartman	<b>228-688-2213</b>

Dig Permits (>12 inches)	Facility Engineer	<b>688-2119</b>
Asbestos/Lead	Industrial Hygiene	688-1234
Burn Permits, Fire Inspections	SSC Fire/Rescue Services	688-3639
Confined Space Entry	Permits/Safe Atmosphere Ver. Checks	688-1500
Environmental Waste	Environmental Waste Support	688-1503
Environmental Pollution Control	NASA Environmental Office	688-2584
Environmental Services	Jacobs Environmental Office	688-1302
Weather	Adverse Weather Information	688-3636
SSC Security *	Non-emergency Assistance	688-3636
Traffic Control Plans	SSC Security Traffic Management	688-3636

<b><u>Contractor's Local POC info:</u></b>	<b><u>Person's name and title</u></b>	<b><u>Phone #</u></b>
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## **GENERAL INFORMATION**

Know and comply with all applicable sections of OSHA and SSC safety requirements. References include:

- OSHA 29 CFR 1926, "Construction Industry"
- SSC Safety and Health Handbook SSP 8715-0001

## **STOP WORK AUTHORITY**

All employees and sub-contractors have the authority and responsibility to stop any work, job or process that is judged to be immediately dangerous to life or health (IDLH) on Stennis Space Center.

## **ACCIDENT REPORTING**

A NASA Mishap Report (Form 1627) is required for all accidents, incidents (including first aid) and close calls. This form shall be filled out and presented to NASA Safety within **24 hours** of the above occurrence. A Corrective Action is required within **10 working days** to the same office.

- In an Emergency at SSC, dial: **228-688-3636**
  1. Contact the Contracting Officer and the Technical Representative.
  2. Report incident to NASA Safety at 228-688-3152

## **CLOSE CALL**

An occurrence in which there is no injury, no significant equipment/property damage (less than \$1,000), and no significant interruption of productive work, but which possesses a high severity potential for any of the mishaps as defined as Type A, B, C Mishap, Mission Failure, and Incident.

## **ACCIDENT SITE ACTIONS**

In the event of a serious accident or mishap, the contractor shall take immediate action to secure potentially dangerous conditions (i.e., disconnect electrical power, secure machinery) in order to protect personnel. The scene of an accident or mishap shall be secured and remain intact until released by the Contracting Officer or their designated representative.

## **TRANSPORTING PERSONNEL TO MEDICAL FACILITIES**

Call **911** using a local phone or **228-688-3636** using a mobile phone for emergency transportation. Ambulances are on call 24-hrs/day, 7-days/week and are provided free.

## **CONFINED SPACE ENTRY**

Use proper precautions for confined space entry (i.e., liquid storage tanks, manholes, tunnels etc). Contact your Construction Monitor or NASA Contracting Officer or their Technical Representative (COTR), for sampling and issuance of an entry permit.

## **LOCKOUT/TAGOUT (LOTO)**

All energy sources that may potentially present harm to employees shall be properly locked and tagged per applicable guidelines.

## **CONTROLLED AREAS**

Posted or controlled areas will not be entered nor will the integrity of any installed safety system (e.g. guardrails, safety signs, warning lights) be invalidated without prior approval through the Contracting Officer or COTR.

## **WORK ON/NEAR ROADWAYS**

Prior to any work conducted on or within 15 feet of a traveled way, contractors will submit a Traffic Control Plan (TCP) to NASA Safety for review and approval. The TCP will be in accordance with the Manual of Uniform Traffic Control Devices for Streets and Highways, Federal Highway Administration.

## **WORKING ON ELEVATED STRUCTURES**

In addition to OSHA 29 CFR 1910.23 and 1926.500, SSC requirements include:

1. Fall protection is required for all work areas above 6 feet in height
2. For fall protection, **full body harnesses** (ANSI Class III) are required. Safety belts are not authorized for fall protection.
3. Lanyards will be equipped with Double Action Safety Snaps.
4. Lanyards exceeding 6 feet in length must have NASA Safety approval in writing prior to use.
5. A monitoring system alone is not allowed for small low slopped/flat roofs.
6. **All scaffolding must be inspected and approved by Safety prior to initial use and by the contractor's scaffold competent person prior to every shift thereafter.**

## **FIRE PROTECTION**

The following operations require permits:

1. Open flame and heat producing devices (tar kettles, soldering, heat sealing.)
2. Welding or cutting operations.
3. Flammable materials storage.

Permit issuance is dependent on where the operation will take place.

Contact your construction manager or Contracting Officer Technical Representative (COTR) for assistance and coordination.

## **CRANE OPERATION**

A current certification/inspection document must be kept on site with the crane at all times along with any operator certifications kept with the operator.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

All personnel performing construction activities and visitors to construction sites will wear appropriate PPE. Contractors will provide appropriate PPE to employees and ensure all visitors to construction sites are allowed access only when wearing appropriate PPE for the site. Minimum PPE on construction sites shall be hard hat and protective-toed shoes. Safety glasses/goggles shall be worn as necessary.

## **TRENCHES & EXCAVATIONS**

All trenching and excavating (deeper than 12-inches) requires a Dig Permit. All trenches and excavations in which personnel will be entering to perform work shall be sloped or stepped accordingly as necessary based on the soil analysis conducted by the contractor's **trenching/excavation competent person**. Where slopping/stepping does not provide adequate protection, shoring or trench boxes will be utilized. Trenches/excavations will be **inspected daily** and following heavy rain showers and documented by the subject competent person. A means of egress (ladder, ramp, stairway, etc.) shall be located which require travel no more than 25 feet laterally in trenches/excavation 4 feet or more in depth.

## **Mishap Exposure Report**

A mishap exposure report is required to be submitted via e-mail or fax to the appropriate **configuration coordinator** for the project. Buddy Newbold (NASA S&MA / fax x-3701) has to ultimately get this information. This report is to arrive no later than two (2) working days after the close of each calendar month when working at SSC. The report will include the contractor/subcontractor name, number of employees on site, total man hours on site, and any incidents (by type) on site that may have occurred. Lower tier subcontractors must also submit to the prime. If no mishaps, still report.

## **Updated Hazard Analysis:**

Updated activity hazard analysis should be accomplished per new subcontractor or new task for your job site. See construction safety website Format and Jobsite analysis forms.

## **Construction Safety Website:**

NASA construction safety webpage can be found at <http://constructionsafety.ssc.nasa.gov> At this website you can find SSC specific information for construction safety. Monthly mishap exposure reports and site orientation forms can be submitted from this site.

## **SSC Adverse Weather Policy**

Adverse weather is defined as: Winds in excess of 35 knots, heavy rain/hail, or the potential for **lightning within 5 nautical miles** that could affect SSC within 30 minutes.

Lightning Advisory- A Lightning Advisory will be issued when lightning is detected within 10 miles of SSC. An advisory indicates the potential for lightning exists in the area and management should monitor the situation.

Lightning Warning- A Lightning Warning will be issued when lightning has been detected, or the potential for lightning has been detected by the SSC Lightning Detection System. Once a Lightning Warning has been issued, all personnel must seek shelter in approved locations. Operations under way at the time of the warning will be secured and personnel will seek shelter.

#### Wind Restrictions:

Outdoor lifting operations shall not commence if winds exceed 15 mph steady State, 25 mph gusts for material lifts or 10 mph steady state, 15 mph gusts for personnel lifts. Do not initiate outdoor lifting operations while under a lightning alert. Should inclement weather conditions or a lightning alert occur during a lifting operation, the person in charge of the lift shall determine appropriate action, i.e., secure the load and terminate the lift.

#### Tornado Notification

Tornado Watch:	Conditions exist for a tornado.
Tornado Warning:	Tornado has been sighted. Personnel need to take cover immediately.

#### Hurricane Policy

During the Atlantic Hurricane Season (June 1 to November 30), SSC is subject to extreme destruction associated with hurricanes. SSC will notify the contractor of the following conditions:

	<u>Time until landfall</u>	<u>Requirements</u>
Condition IV	72 hrs.	Prepare site by securing structures and loose objects, housecleaning. General state of readiness.
Condition III	48 hrs.	Majority of storm preparations should be accomplished within 24 hours. (i.e., garbage bins & dumpsters emptied, secure all equipment & materials for wind exposure)
Condition II	24 hrs.	Final emergency preparations shall be completed and reported to Construction Monitor. Conditions will be assessed and decisions concerning dismissal and SSC closure will be made.

#### H.5 MONETARY AWARD FOR SAFETY CONSCIOUS PERFORMANCE:

Pursuant to NFS 1852.223-70, Safety and Health; (a) Safety is the freedom from those conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment. NASA's safety priority is to protect: the public, astronauts and pilots, the NASA workforce (including contractor employees working on NASA contracts), and high-value equipment and property. (b) The Contractor shall take all reasonable safety and occupational health measures in performing this contract. The Contractor shall comply with all Federal, State, and local laws applicable to safety and occupational health and with the safety and occupational health standards, specifications, reporting requirements, and any other relevant requirements of this contract.

In order to encourage contractors to share NASA's commitment to safety, preclude the need for unnecessary OSHA investigations, and avoid the expense associated with conducting mishap and close call investigations, a monetary award for demonstrated safety-conscious performance is being provided under this contract. The total amount being made available is .02 (or two percent) of the base bid amount, not to exceed \$25,000. The computed amount is shown as a separate line item on the bid schedule. Deductions to the total award amount will be made as described below for each safety violation by the prime contractor or a subcontractor. The remaining balance will be paid with the final contract payment. The total amount will be earned upon completion of work with no documented accidents, incidents, or other serious safety violations as listed below. Note that certain safety violations that result in imminent danger to personnel or have a high potential for serious injury or loss of life may result in a 50% reduction of the award amount. The entire amount will be forfeited if the contractor fails to report any close calls, incidents or accidents as required by this contract.

The government's intent in making this safety performance award available is not to provide a slight increase in the contractor's profit margin, but rather to reward safety conscious performance by individual employees. Contractors are therefore strongly encouraged to share the award at the end of the contract as a means of motivating prime and subcontractor employees to continually exercise the best safety practices available to them. Safety violations by the prime or subcontractor listed in the following table shall result in unilateral deductions from the safety incentive bonus pool in the amounts shown.

**Deductive amounts are not negotiable**

<b><u>Hazard/Violation</u></b>	<b><u>Regulatory Reference</u></b>	<b><u>First Violation*</u></b>	<b><u>Repeat Violation*</u></b>
Personal Protective Equipment	29 CFR 1926.95	\$1,000	\$2,000
Miscellaneous safety violations (i.e. barricades, cleanliness of work site, other 29 CFR 1926 violations)	29 CFR 1926	\$1,000	\$2,000
Electrical/Equipment	29 CFR 1926 Subpart K	\$1,000	\$2,000
Traffic Safety	MUTCD	\$1,500	\$3,000
Traffic Safety <b>(Potential Loss of Life)</b>	MUTCD	50%	100%
Lockout/ Tagout	29 CFR 1926 Subpart K (1926.417) 29 CFR 1910 Subpart J (1910.147)	25%	50%
Lockout/ Tagout <b>(Potential Loss of Life)</b>	“ “	50%	100%
Scaffolding	29 CFR 1926 Subpart L (1926.450)	\$2,000	\$4,000
Scaffolding <b>(Potential Loss of Life)</b>	“ “	50%	100%
Fall Protection	29 CFR 1926 Subpart M (1926.500)	\$2,000	\$4,000
Fall Protection <b>(Potential Loss of Life)</b>	“ “	50%	100%
Excavation	29 CFR 1926 Subpart P (1926.650)	\$2,000	\$4,000
Excavation <b>(Potential Loss of Life)</b>	“ “	50%	100%
Job Site Accidents		\$2,000	\$4,000

**Note** – Percentages will be applied against incentive balance at the time of the safety violation. The NASA Safety Office representative will make the final determination regarding type and severity of any documented safety violation. Each time a violation is documented, the contractor will be notified in writing by the contracting officer. Adjustments to the Safety Incentive Bonus will be executed unilaterally by the

Contracting Officer based upon this determination, with concurrence from the Contracting Officer's Technical Representative.

Any adjustment made to the available safety incentive bonus as outlined above will not limit the Government's right to pursue other remedies available under this contract.

# **REQUIRED ATTENDANCE: CONTRACTOR MONTHLY SAFETY MEETING**

**WHEN:** First Thursday of each month at 8:30 AM (last no longer than 30 minutes)

**WHERE:** Building 2105 (Jacobs FOSC Training Room)

**WHO:** Supervisors, job foreman, safety representative (Prime and Sub Contractors)

## **TOPICS:**

- Safety Discrepancy Trends
- Safety Topic of the Month (To pass along to employees and subs during tool box talks)
- Turn-in up-dated Activity Hazard Analysis Forms
- Question and Answers